
VOLUME 1. GENERAL CONCEPTS, DIRECTION, GUIDANCE, AND DEFINITIONS

CHAPTER 1. HANDBOOK ORGANIZATION, USE, AND REVISION

SECTION 2. PROVISIONS FOR REVISION AND HANDBOOK BULLETINS

23. HANDBOOK REVISIONS. Individuals at all levels of the Federal Aviation Administration (FAA) and individuals in the aviation industry are encouraged to make suggestions for revisions to the handbook.

A. Handbook Revision Process. The process for revising the handbook, from the first recognition of a need for a revision to its final incorporation into the handbook, consists of the following three phases:

(1) *Phase I: Identification.* The need for a revision may become evident when a change occurs in the aviation industry, national and international regulatory bodies, or in the Title 14 of the Code of Federal Regulations (14 CFR) or FAA policies. After the need for a revision has been identified by any party, that individual should direct the suggestion for revision to the Air Transportation Division, AFS-200 by one of the methods described in subparagraph B.

(2) *Phase II: Development and Approval.* After receiving a suggestion for revision, AFS-200 will evaluate the revision and establish priorities for development of the revision. After the suggested revision has been fully researched and developed, AFS-200 will coordinate the draft material with other flight standards divisions and interested parties, and obtain AFS-1 approval before incorporating the material into the handbook through a formal change.

(3) *Phase III: Distribution.* Published revisions of the handbook are distributed through the FAA distribution system. The revision package includes a revision control sheet containing instructions for the insertion and removal of revised material. Each revision control sheet should be filed in the back of the handbook. Flight standards managers, at all levels, are responsible for ensuring that inspectors and personnel assigned to their units receive each revision.

B. Methods for Proposing Handbook Revisions. There are three methods that an organization, inspector, manager, or other interested party may use to recommend a change to handbook material.

(1) *Formal Revision Proposal.* Any employee of Flight Standards may make a formal suggestion for a handbook revision through the regional flight standards division (RFSD) handbook coordinator. The regional handbook coordinator will review the suggestion and forward it to AFS-200. AFS-200 will review all formal suggestions and decide whether or not to develop the suggested revision.

(2) *Direct Input by Mail.* Anyone may make a direct written suggestion to AFS-200. While suggested revisions may be in any format, they should be clear and complete. The Inspector's Feedback Sheet in Appendix 2 may be copied and used. It is an acceptable practice for an individual to copy an existing manual page, to highlight the area of concern, and to write the suggestion on the back of the copy. Suggestions should be sent to the following address:

Federal Aviation Administration
Air Transportation Division, AFS-200
Handbook Management Staff
800 Independence Ave., SW
Washington, DC 20591

(3) *Electronic Mail.* Inspectors and managers may send suggested revisions to AFS-200 through electronic mail. The electronic mail address is: kevin.west@faa.gov.

(4) *WITHDRAWN - CHG 35*

C. Review and Notification. All suggestions submitted by any method will be reviewed and considered. The originator will be informed of the disposition of all formal suggestions through the regional handbook coordinator. It may not always be practical for AFS-200 to reply to the originator of informal suggestions.

25. HANDBOOK BULLETINS. A handbook bulletin is published when direction and guidance must be disseminated before a formal change to the handbook can be prepared. Handbook bulletins are distributed to all flight standards offices through FAA electronic mail and subsequent hard copies through the normal distribution system. Handbook bulletins are filed in Appendix 3 of the handbook until the bulletin material is either incorporated into the handbook or cancelled.

A. It is recommended that a notation be made next to each paragraph affected by a handbook bulletin.

rescinded bulletins. Rescinded bulletins should be removed and destroyed.

B. An index to Appendix 3 is published with each new handbook bulletin. This index contains a list of current and

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